CONFIGURATION MANAGEMENT

SOFTWARE AND DOCUMENTATION

DELIVERY REQUIREMENTS

Version 1.0

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Defense Information Systems Agency
Joint Interoperability and Engineering Organization
Center for Computer Systems Engineering
Product Release Department
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Signatures

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Note: Questions concerning this document should be addressed to DISA/JIEO/JEXIE, ATTN: Configuration Management, at the address shown on the front of the document. The Configuration Management office can also be reached via Internet at cm@ncr.disa.mil, or SIPRNET at cm@osf.disa.smil.mil.

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1 Purpose

The purpose of this document is to define the process and material requirements for contract deliverables to be made to the Defense Information Systems Agency (DISA) Product Release Department, Configuration Management (CM) Division.

It supersedes all previously issued related documents and memorandums.

2 Delivery Letter Requirements

A delivery letter shall accompany all deliverables. It shall provide sufficient and complete data to allow future cross-reference for tracking and evaluation of products being delivered. All delivery letters shall follow the format identified in Appendix A and address the following items:

State the subject matter of the delivery, that is, what is being delivered. Include the formal segment name, version number, material date (date of creation), hardware and operating system required, and the program for which the software is intended (e.g., DII, GCCS, Bosnia Variant delivery).

Specify any previously delivered material(s) superseded by this delivery. That is, if the newly delivered material replaces previously delivered material, the delivery letter shall explicitly identify that superseded material, including a reference to the delivery letter that accompanied the now superseded material.

If there are any licenses required to use the software (e.g., commercial off-the-shelf software), those licenses shall be identified, along with the vendor name and contract source for procurement.

Specify any previously delivered material(s) required to use the newly delivered material. For example, if ACME_APP 1.0.0.0 requires ACME_DB 1.0.0.0 to install and operate properly, then the delivery letter shall so state.

The delivery letter shall include a short description of the software functionality. Include a specific reference to and an attached copy of the requirement(s) that resulted in the product delivery. Requirements shall be taken to mean those needs identified by contractual obligation, user request, updates, and correction of problem reports. In the event there is no documented requirement (i.e., the developer has added functionality or corrected problems on his own initiative), the developer shall explicitly so state and provide the reason(s) for such action. If the delivery responds to any Problem Reports, the delivery letter shall identify by reference number those reports closed with the delivery and the corrective action taken to fix the

problem(s).

Documentation shall be identified in the delivery letter. Indicate if the documents are change pages or a complete set of documentation. Software redeliveries shall include new or changed documentation. This too shall be identified in the delivery letter. If there is no new or changed documentation, the delivery letter shall so state. When referring to the previously delivered documentation, include the CM number assigned (if known), document title, first release date, and any change dates if applicable. The following is an example document citation:

LL-000-00-00, GCCS User's Manual, 1 Oct 90, Change 1 (31 Dec 91, LL-000-00-01)

See *Documentation Requirements* for more guidelines.

There are certain items that must be included in the release bulletins which accompany software releases. If there are particular users to which the software applies, the delivery letter shall identify those users. The developer shall also provide the reason(s) someone should install the software. Warning information, including deinstallation of old versions, anything needed to install and use the software, known software or configuration combinations which have a high probability of error, and any other useful installation information shall be specified.

The delivery letter shall state whether or not the software has been successfully installed and deinstalled with the current baseline in the Operational Support Facility lab and any problems known to the developer.

The delivery letter shall include the name, telephone number, facsimile number, and e-mail address of the developer's government point of contact should anyone have questions about the delivery.

Finally, the delivery letter shall include comments by the developer. Comments include, but are not limited to, identification of the contract number, task number, delivery order number and contract data requirements list number. If the developer knowingly omits something from the delivery, the delivery letter shall identify the item(s), the reason for omission and the expected compliance date. If there are specific release restriction instructions, the delivery letter shall so state.

3 Documentation Requirements

Deliveries of software must be accompanied by the associated documentation as required by contract. This is an absolute requirement for first-time deliveries.

The developer shall provide two (2) camera-ready (unbound) hard copies of the complete set of documentation that supports the system software delivered. The developer shall also provide one (1) electronic copy of each document, with one (1) document per diskette (for cataloguing purposes). All documentation shall be submitted in WordPerfect 5.x (.WPD) or MS Word 6.x (.DOC) for PC or DOS, or Rich Text Format (.RTF). Documents created on the Macintosh platform will not be accepted. Additional soft copies of each document in Hypertext Markup Language (.HTML) format is optional. Self-extracting files (.EXE) are permissible provided they comply with previously stated guidance. The file names shall be descriptive, such as

chapter1, section1, appendxa. All graphics shall be in Graphics Interchange Format (.GIF) or Joint Photographics Expert Group (.JPEG).

For soft copies, each diskette label shall contain, at a minimum, the document title, version number, material date, format, filename, word processor, and compression utility used (if applicable). If there are special decompression instructions, they must be included on the disk in a separate file (e.g., *readme.txt*). Within the scope of the contractual obligations of the developer, the following listed documents are needed for GCCS or DII COE processing:

Version Description Document (VDD): Document which identifies and describes the hardware, software, and documentation baseline of the application, to include a list of known problems.

Software Requirements Specification (SRS): Document describes the overall design of the automated system. Sufficient detail should be included to explain the flow of data external to the computer programs, the file designs, and how all automated systems parts are related.

Database Design Document (DBDD): Document contains a description of the database design, record descriptions, creation parameters, data organization, internal file relationships, and other details relating to the database design.

Operator's Manual (OM): Unless software deliverable is an incremental update with no new or changed functionality, the document will provide instructions on use of functionality. System administration shall be covered in a separate document.

Software Test Plan (STP): Document which describes the test and acceptance procedures agreed to by the users of the system.

Software Test Description (STD): Test cases and test results with sufficient detail to permit independent testing.

System Test Report (STR): Document contains the package of materials required to evaluate the system tests.

Installation Procedures (IP): Specific detailed description step by step to install the system and its hardware/software requirements.

System Administrator's Manual (SAM): Specific guidance for the system administrator.

Software User's Manual (SUM): Specific guidance for the user.

In addition to the above referenced documents, software deliveries shall also include all script files along with other electronic tools used to accomplish fielding of the software. Delivery must include an unclassified test database ready for testing or an unclassified file containing data for database initialization.

Developers shall also provide one (1) electronic copy, in WordPerfect 5.x (.WPD) or MS Word 6.x (.DOC) for PC or DOS, of the abstract for each segment. This includes product name, purpose (i.e., minimum one-paragraph description of the functionality provided by each delivered segment), example application, product qualification, implementation issues, product constraints and limitations, and product dependencies. The abstract will be posted with the segment in the on-line repository. See Appendix B for a sample of a segment extract.

Lastly, developers shall include two (2) copies of the completed Application Delivery Checklist (see Appendix C) for each segment delivered.

4 Segment Specifications

All segments shall be created using the relative tar pathing method. Each delivery of electronic media shall include on the hard copy the exact command string entered for its creation, identification of the machine and operating system used to create the electronic media, and the command string needed to extract the files. Tar strings shall always be performed at the (.) level so that the files may be restored anywhere. If the electronic media contains multiple tars, there shall be a hard copy of the script used to create it. Segments shall not be created with the MakeInstall tool. Segments shall have been verified by VerifySeg prior to tape creation, and the verified segment shall be used. The making of installable segments using the MakeInstall tool will be done by CM staff.

Tar size for initial deliveries shall not exceed 800Mb. Any segment exceeding 800 MB in size almost certainly can be decomposed functionally into several smaller segments. Subsequent patches shall not exceed 20Mb. If a patch contains more than 20 MB of replacement code, the segment will be re-delivered *in toto*. If you anticipate less than 20 MB of replacement code, then the segment will be a patch. Violation of either of these rules requires prior approval of the Configuration Manager.

The developer shall supply one master and one backup copy on appropriate electronic media. For example, appropriate media for SUN platforms is 8mm data tape, HP platforms is 4mm data tape, Windows NT or '95 is 3.5" diskette. External tape labels shall be typed or printed legibly with the following information: software name, version or patch identifier, media number (1 of 2, 2 of 2), master or backup copy, date of creation and procedure used to create media, hardware and operating system, and security classification.

Refer to the Defense Information Infrastructure (DII) Common Operating Environment Integration and Run-time Standard (CM#LL-400-01-01 and LL-400-01-02 for DII version numbering. It is on the DII Home Page and is available for downloading.

The following is an example of a properly designed external tape label:

> **Fapes 1.0.0.0   1 of 2   MASTER**
> **01/30/95 tar /dev/rmt/wt6**
> **sparc10 solaris 2.3**
> **Unclassified**

Internal tape labels shall contain the same information.

5 Delivery Instructions

Deliveries shall be scheduled through the Configuration Manager at least 24 hours in advance. When setting up the delivery appointment, please have available the segment or patch name, operating system, version number, and superseded version number to expedite the scheduling process. All deliveries must be made to Chief, Product Release Department. See Appendix A for proper addressing format.

Deliveries not made in accordance with this document shall be immediately rejected by CM.

APPENDIX A: DELIVERY LETTER TEMPLATE

Date:

To: Chief, Product Release Department
        DISA/JEXIE
        Operational Support Facility
        45335 Vintage Park Plaza
        Sterling, VA 20166-6701

From:

Subject: Delivery or Redelivery of [Segment] Version No. [Separate delivery letter should be written for each segment]

1. Letter accompanies:[Acceptance Checklist dated: day, month, year]
    A. Formal segment name:[Soft copy stamp and tape label must match]
    B. Version number is:[Soft copy stamp and tape label must match]
    C. Material date is:[Soft copy stamp and tape label must match]
    D. Hardware and OS are:[client, server, or both client and server, Solaris or H-P]
    E. Software is intended for: [program name(s) e.g., GCCS, GCSS]
2. This submission supersedes the following software:
3. Software requires the following licenses:[COTS, FREEWARE, or SHAREWARE]
4. The submission depends on the following:
5. A short description of the software functionality is:
6. This submission responds to the following GSPRs ("NA" if not appropriate):
7. Documentation submitted with this software includes:[Segments, Patches, or Databases]
8. Regarding Release Bulletin Information:
    A. User Site(s) that this segment applies to:
    B. Why should someone install this software release?
    C. Warning information about this release:
        (1) Must old versions be de-installed before installing the submission?
        (2) What special information is needed to install and use this software?
        (3) Known software or configuration combinations which have a high probability of error:
        (4) Others (list)
9. Known problems:
10. Government POC_____Telephone:_____Fax:_____email_____

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11. Developer comments:

    A. Contract Number, Task Number, and CDRL Number:[N/A if not appropriate]

    B. Conditional submissions etc.[Item, ...Reason..., ...Expected Compliance Date..., etc.]

    C. Other Comments:

APPENDIX B: SAMPLE SEGMENT ABSTRACT

FAPES RDBMS Version 2.0.3

PURPOSE:

FAPES is the initial segmentation of the database software for FAPES. The Force Augmentation Planning and Execution System (FAPES) application assists planners with mobilization planning, analysis, and execution. FAPES identifies manpower resources, supplies status and progress of mobilization, provides apportionment decision aids, and supplies operations Plan (OPLAN) visibility of mobilization. FAPES also allows manpower analysts to determine the following:

    Impact of military support for civil defense,
    Capability to support OPLANs,
    Force operational readiness based on manpower availability and dates needed,
    Manpower shortfalls and
    Manpower feasibility of OPLANs.

Data for FAPES comes from the JOPES database, the Status of Resources and Training System (SORTS), the Registrant Information System (RIMS), the Reserve Components Common Personnel Data System (RCCPDS), the Military Entrance Processing and Reporting System (MEPRS), and the Wartime Host Nation Support System. The FAPES application is executed on the WIS Workstation (WWS), with the database residing on a SUNserver 1000.

EXAMPLE APPLICATION:

FAPES can be utilized in any context which requires the identification of resources and/or shortfalls for manpower, supply operations and status, progress of mobilization and decision analysis.

PRODUCT QUALIFICATION:

This product has been accepted as part of the GCCS suite of products. This means that the

experts from the GCCS Executive Agent have created and evaluated the quality and applicability of this product for use within the GCCS domain for the Department of Defense.

IMPLEMENTATION ISSUES:

FAPES operates with the following configuration and memory requirements:

VERSION: 2.0.3
CPU: Solaris
DISK: 20900
MEMORY: 0

PRODUCT CONSTRAINTS AND LIMITATIONS:

None.

DEPENDENCIES:

Oracle: 7.1.3
Solaris: 1.0.0
FAPES: 2.0.3

LEGAL RESTRICTIONS:

Extraction is authorized for properly licensed users only. This product is provided without any expressed warranties. No warranties as to performance, merchantability, or fitness for a particular purpose exist.

The user must assume the entire risk and liability of using the product. In no event shall any person or organization of people be held responsible for any direct, indirect, consequential or inconsequential damages or lost profits.

MISCELLANEOUS:

Executive Agent: DISA
Service POC: Unsupported

APPENDIX C: APPLICATION DELIVERY CHECKLIST

Application Delivery Checklist

Please complete this checklist and submit two (2) copies with each segment or patch.

Formal segment name: _____

Version: _____   Material Date: _____   Hardware/OS: _____

"✓" or N/A	Item	Comments
	Delivery Letter	
	List of Required COTS Licenses	
	Version Description Document (VDD) - 2 Hard/1 Soft Copies	
	Software Requirements Specification (SRS) - 2 Hard/1 Soft Copies	
	Database Design Document (DBDD) - 2 Hard/1 Soft Copies	
	Operator's Manual (OM) - 2 Hard/1 Soft Copies	
	Software Test Plan (STP) - 2 Hard/1 Soft Copies	
	Software Test Description (STD) - 2 Hard/1 Soft Copies	
	System Test Report (STR) - 2 Hard/ 1 Soft Copies	
	Installation Procedures (IP) - 2 Hard/1 Soft Copies	
	System Administrator's Manual (SAM) -2 Hard/1 Soft Copies	
	Software User's Manual (SUM) - 2 Hard/1 Soft Copies	
	SegDescrip Directory Printed Output	
	Segment Abstract - 2 Hard/1 Soft Copies	
	Release Restriction Instructions	
	Two (2) copies of segment or patch	
	Tape Label: Name & Version Number Media # Master/Backup Date of Creation Procedure Used to Create OS Hardware platform Security Classification Information matches internally, externally, and delivery letter	